

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

CLASS TITLE: ASSISTANT DIRECTOR OF PERMITS & INSPECTIONS

Class Code: 418

Exempt/HIPAA

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to conduct building inspections to determine compliance with all applicable codes and ordinances. The class is responsible for reviewing building plans, all aspects of building inspections, and supervise other building inspections. Work is performed under the general supervision of the Director of Permits & Inspections.

ESSENTIAL TASKS

Conduct inspections on construction throughout county to ensure compliance with state and county codes, ordinances and regulations. Effectively and legibly note deficiencies on inspection tickets.

Make independent technical decisions when enforcing state and county codes, ordinances and regulations.

Inspect existing building for hazardous conditions, structural failures or improper use.

Explain codes/ordinances and corrective requirements to developers, contractors and general public verbally and by use of informational flyers.

Prepare and maintain accurate and detailed daily reports and records regarding inspection activities.

Attend training and continuing education classes on building codes and construction trends.

Maintain, in provided binder, current copies of certifications and record of continuing education/professional development activities to be used towards certification renewal.

Advise and assist other building inspectors on technical decisions regarding enforcement of state and county codes, ordinances and regulations. Supervise department personnel. Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Compare or inspect items against a standard.

PEOPLE INVOLVEMENT:

Supervise or lead others by determining working procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS:

Interpret policy and establish methods and procedures for acquiring, installing, testing, operating or complex machinery or equipment that requires extended training and; prepare specifications for contracts for goods and services.

ASSISTANT DIRECTOR OF PERMITS & INSPECTIONS

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Perform supervisory work involving policy and guidelines, solving both people and work related problems.

MATHEMATICAL REQUIREMENTS:

Use mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical and classifications or schemes.

LANGUAGE REQUIREMENTS:

Read journals, manuals, and professional publics; speak informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and present training; compose original reports, training and other written materials, using proper language, punctuation, grammar and style.

MENTAL REQUIREMENTS:

Perform professional level work requiring the application of principles and practices in a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; or the coordination of entry level managerial work; requires general understanding of operating procedures and policies and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for long-range goals, planning and methodologies. Decision making primary to job, affecting the organization, related organizations, and major segments of the general population; work in an evolving environment with emerging knowledge and technologies, competing priorities, and changing policies.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

High school diploma, GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training appropriate field or a closely related field.

ASSISTANT DIRECTOR OF PERMITS & INSPECTIONS

SPECIAL CERTIFICATIONS AND LICENSES:

Possession of Residential Combination Inspector certification;
Possession of Commercial Combination Inspector certification;
Possession of Combination Plans Examiner certification;
Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);
Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment.

EXPERIENCE REQUIREMENTS:

Requires over seven years experience in any combination of inspector, contractor, engineer, architect, or superintendent, foreman, or competent mechanic in charge of construction, two years of which should have been in a supervisory capacity.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

Bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, electrical shock, and heights.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.